

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: 3/1/07
	Section 20: Variances	Version: 1

POLICY	OLD POLICY: 606
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The Indiana Department of Child Services (DCS) may grant a variance for a resource family home to meet the intent of a DCS rule in an alternate method that still protects the health, safety, and welfare of children, only upon approval from the Central Office Licensing Unit Manager or designee.

Variances can be granted only for rules and regulations and not for Indiana statutory requirements.

The Central Office Licensing Unit Manager or designee have sole authority to approve or deny a variance.

Code Reference

[IC 31-27-2-8: Granting of variances and waivers](#)

[IC 31-27-2-9: Expiration of variances and waivers](#)

[IC 31-27-2-10: Renewal of variances and waivers](#)

[IC 31-27-2-11: Revocation of variances and waivers](#)

[IC 31-27-4-12: Eligibility for waivers and variances](#)

PROCEDURE

To request a licensing variance, the applicant or licensee will submit documentation that outlines the alternative plan for meeting the regulation does not compromise the health, safety, or welfare of any child receiving services.

To request a variance, the licensing worker must:

1. Process the variance request in ICWIS
2. Submit the request for variance to the Central Office Licensing Unit Manager

Upon receipt of the variance request, the Central Office Licensing Unit Manager will:

1. Request additional information, if applicable
2. Approve or deny the request
3. Notify the licensing worker of variance approval or denial

The licensing worker will notify the applicant or licensee of the approval or denial.

PRACTICE GUIDANCE

- N/A

FORMS AND TOOLS

- N/A

RELATED INFORMATION

Examples of Possible Variances

- Substituting bottle water for well water
- Substituting professional medical training for the CPR / First Aid / Universal Precautions training

Expiration of Variances

Variances granted or renewed will expire on one of the following dates, whichever comes first:

1. Date when the license affected by the variance expires
2. Date set by the Central Office Licensing Unit Manager for the expiration of the variance
3. Occurrence of the event set by the Central Office Licensing Unit Manager for the expiration of the variance

If a licensee violates a condition of a variance, the licensing worker should contact the Central Office Licensing Unit for consultation on how to proceed. The Central Office Licensing Unit Manager may recommend to the DCS Director or designee an order terminating the variance before it expires.